



Clare Castle Country Park

Appointment of Trustees with effect from 1st January 2016

GENERAL

- a. All the Trustees roles to be filled will be advertised.
- b. Those interested in being nominated as Trustees by Clare Town Council (2 nominations) or through the public advertisement route (2 nominations) will be asked to submit on one sheet of A4, the role they are interested in, how they meet the requirements of that role (qualifications, knowledge, skills and experience), and whether they wish to be nominated by the Town Council or through the public advertisement route (or both).
- c. The Trust can put in place its own process for nominating the remaining 4 trustees as soon as they wish to do so.
- d. The aim is to have the 4 trustees nominated under (b) above formally approved by the Town Council at their meeting on 17th December 2015.

TIMETABLE

Tuesday 3rd November

- a. Notice to be displayed on Town Council Notice Boards.
- b. The Park Newsletter for October will be circulated to those on the Park mailing list.
- c. Details of the application process, roles to be filled, person specifications etc to be displayed:
 - Park Website and Facebook
 - Town website

Thursday 19th November: Town Council meeting

Clare Town Council will nominate their representative who will sit on the panel with two Trustees to nominate the two trustees who will be appointed through the public advertisement route.

Saturday 21st November

Chevron distributed to all households with information about the appointment process.

27th November following closure of entry papers

The list of all candidates together with their supporting statements will be posted on the Town Council and Trust websites.

Monday 7th December

Clare Town Council extraordinary meeting is held to nominate the two Town Council trustees.

By Monday 14th December

- a. The Trust will have met the two trustees nominated by Clare Town Council and both they and the nominated trustees will have fed back their views to the Chair of the Clare Town Council.
- b. The panel appointing the two trustees through the public advertisement process will have advised Clare Town Council of their nominations.

Thursday 17th December: Town Council meeting.

Clare Town Council will formally approve their two nominations and the two nominations made by the panel through the public advertisement process.